

SOLICITATION NUMBER: 442-08-011

ISSUANCE DATE: October 17, 2008
CLOSING DATE: October 31, 2008
4pm, Cambodia time

SUBJECT: Solicitation for U.S. Personal Service Contractor for Strategic Information Technical Advisor for USAID Cambodia

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Standard Form 171 or Optional Form 612 only) from qualified U.S. citizens to provide personal services as described in the attached solicitation. **This is a resident-hire position without overseas-hire benefits.**

Submissions shall be in accordance with the attached information and delivered to the undersigned in Cambodia at the place and by the time specified. Applications, which shall include salary history for the prior three years and the names and contact points (telephone/fax numbers) for at least two references with knowledge of the applicant's prior work skills. If an applicant does not have ready access to a Form 171 or 612, the same information may be initially submitted in resume form so long as the items stated earlier in this paragraph are covered. Late applications may be considered in USAID's sole discretion. The award of a contract hereunder is subject to the availability of funds.

The preferred method of submission of all applications and required documents is via internet as email attachments formatted in Microsoft Word or by courier/messenger. Incomplete or unsigned applications shall not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

By email to: sprak@usaid.gov ; cc ksan@usaid.gov

By courier/messenger: Office of Procurement
USAID/Cambodia
American Embassy
#1, Street 96, S/K Wat Phnom, Khan Daun Penh
Phnom Penh, Cambodia

Or USAID/Cambodia, Box P, APO AP 96546, USA

Applicants should retain for their records a copy of all enclosures which accompany their applications. Any question regarding this solicitation may be directed to Acquisition Specialist, Mealea S. Prak, who may be reached by phone at 855-23-728-344 or e-mail at sprak@usaid.gov

Applicants shall confirm with Acquisition Specialist, Mealea S. Prak, that their email submissions were successfully received by the required due date.

Sincerely,

Craig Riegler
Regional Contracting Officer

Solicitation for U.S. Personal Service Contractor (PSC) Strategic Information Technical Advisor

- 1. SOLICITATION NO.:** 442-08-011
- 2. ISSUANCE DATE:** October 17, 2008
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** October 31, 2008, 4 pm Cambodia Time
- 4. POSITION TITLE:** Strategic Information Technical Advisor
- 5. MARKET VALUE:** GS-13/5 (\$68,625-\$77,777). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
- 6. PERIOD OF PERFORMANCE:** To start o/a December 1, 2008 – September 30, 2010, with the possibility of extension
- 7. PLACE OF PERFORMANCE:** Phnom Penh, Cambodia with travel within Cambodia and regionally as required.
- 8. STATEMENT OF WORK**

I. BASIC FUNCTION OF POSITION

The Strategic Information Technical Advisor serves as the HIV/AIDS Subject Matter Expert (SME) for strategic information of HIV/AIDS programming (both strategy and budget), which requires the incumbent to have superior knowledge and understanding of the President's Emergency Plan for AIDS Relief (PEPFAR) guidance and directives, development principles and approaches, host country needs, host government priorities, as well as situational assessment and interpretation skills, timely decision making ability, extensive judgment in planning and carrying out tasks, and strong interpersonal and teambuilding skills. The incumbent is expected to be well-versed in USAID policy and requirements regarding all aspects of strategic planning, budget formulation, monitoring, evaluation, and policy dialogue.

The Strategic Information Technical Advisor will advise the US Government (USG) PEPFAR Country Team on all matters related to the measurement of USG Cambodia's contribution toward achieving PEPFAR targets. The incumbent will work as part of a USG Country PEPFAR Strategic Information (SI) Team to translate M&E and other strategic information into improved PEPFAR programming and delivery of services, strengthen systems of accountability for use of PEPFAR resources, contribute to a single national M&E system in Cambodia, and strengthen systems and capacity among partners receiving PEPFAR funding to collect, manage, and use quality data to inform program and policy in the national response to HIV and AIDS.

The incumbent will serve as the main point of contact for the USG Country PEPFAR Team on all SI related issues and interface with OGAC and headquarters agencies. This function is common known as the "PEPFAR SI Liaison". The incumbent will work closely with USG Country PEPFAR SI Team members to plan and monitor all PEPFAR SI activities across the HIV/AIDS technical areas to ensure that data generated are useful and used for program planning, policy development, advocacy, and program evaluation. The incumbent along with the USG Country PEPFAR SI Team members will also work closely with partners, national stakeholders, and

Ministry and National AIDS Authority officials providing M&E technical assistance and leadership to inform national policies and strengthen national M&E systems.

II. DUTIES AND RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING

A. PEPFAR Strategic Information Activities (80%)

The incumbent will work closely with USG Country PEPFAR SI team members to plan and monitor all PEPFAR SI activities across HIV/AIDS technical areas to ensure that data generated by M&E and other SI systems are useful and used for program planning, policy development, advocacy, and program evaluation. The incumbent will serve as the main point of contact for the USG Country PEPFAR Team on all SI related issues with OGAC and headquarters agencies. This function is common known as the “PEPFAR SI Liaison”.

1. **Strategic Planning:** Work closely with USG Country PEPFAR SI Team members to assist with the coordination of strategic planning, monitoring, and evaluation of programmatic activities for all USG partners that receive funding through PEPFAR.
2. **Country Operation Plan (COP) Development:** Work closely with USG Country PEPFAR SI Team members to ensure systems are in place for partners receiving PEPFAR funding to plan and monitor programs for PEPFAR requirements. The incumbent will be the lead in managing and coordinating SI-related processes required for the development of the annual COP. The incumbent inputs or supervises the inputting of all targets into the Country Operational Plan and Reporting System (COPRS) database. The incumbent will work with USG Country PEPFAR SI Team members to build implementing partner capacity and government partner capacity to respond to planning and reporting requirements, review and assess the targets set by partners, track the progress of results achieved by all partners against their targets, track overall progress in achieving the PEPFAR goals, and, when needed, recommending adapting targets to be consistent with appropriated budgets, country constraints, and new opportunities.
3. **Program Monitoring and Reporting:** Be responsible for the timely compilation and reporting of indicators for monitoring the progress of PEPFAR for all partners receiving funding through PEPFAR. S/he is the point of contact for auditors and program reviewers addressing reporting standards. The incumbent will be the primary lead and work closely with the USG Country PEPFAR SI Team members to ensure SI/M&E requirements of PEPFAR are met on a timely basis (e.g., target setting for the Country Operational Plan (COP); activity development for SI program area of COP, progress reports, 5-year strategic plan, etc.), and coordinate responses to ad hoc SI requests from the Office of the United States Global AIDS Coordinator (OGAC).
4. **Systems Strengthening/Partner Capacity Building:** Facilitate work with USG Country PEPFAR Strategic Information SI Team members to support work with all PEPFAR funded partners, including NGOs, INGOs, CBOs/FBOs, National AIDS Authority, and Ministry of Health, to strengthen their M&E capacity and address sustainability for M&E. There will be an increased focus on technical assistance to the government partners to help build their capacity to do this important work with an eye toward sustainability.
5. **Coordination for M&E:** Facilitate work with USG Country PEPFAR SI Team members to provide relevant technical support to the ongoing implementation and enhancement of the National HIV/AIDS M&E System including assess progress and reporting on HIV/AIDS programs in Cambodia; support national work on the “Three Ones”; work closely with Royal Government of Cambodia (RGC) officials; establish and maintain close relationship with all

international development partner representatives present in country (e.g., World Health Organization (WHO), UNAIDS, Global Fund to Fight AIDS, TB and Malaria (GFATM), and DFID). There will be a continued focus on harmonization of indicators for reporting, Universal Access, and the use of data from surveys and other data sources through triangulation. Additionally, the incumbent will participate in the collaboration and coordination of activities with other international partners working in these areas to ensure consistency and harmony of results reporting and to develop shared languages around issues of attribution.

6. Facilitate/Support Operational Research/Public Health Evaluation: Work closely with USG Country PEPFAR SI team members to decide on PEPFAR funding for relevant operational research and public health evaluation projects. Coordinate activities and provide assistance to USG partners on mutually identified critical operational research and/or targeted public health evaluation questions, provide assistance in development of strategies to address those questions, and help disseminate findings to the broader community.

B. Strategic Planning and Budgeting for Emergency Plan Activities (20%):

1. Coordinate with Royal Government of Cambodia officials and other donor agencies (such as UNAIDS, GFATM, the World Bank, DFID, UNICEF, WHO, etc.) on planning, implementation and policy issues related to HIV/AIDS activities.
2. Provide strategic advice for and coordinate USG involvement in preparation of key Emergency Plan planning and budget documents with a particular focus on development of the operational plans, the semi-annual and annual progress reports, and the Congressional Notification; and participate on the USG PEPFAR Teams.
1. Perform budget formulation duties involved in the process of preparing detailed analyses and estimates of annual funding needs related to Emergency Plan funding.

III. POSITION ELEMENTS

- a) **Supervision received:** The incumbent will report to the PEPFAR Country Team or their designee. The incumbent is expected to be able to exercise considerable independent judgment in carrying out assigned tasks and to be able to function effectively within a multicultural and interagency environment. As a senior technical advisor, s/he should work independently on key tasks, and also keep managers and colleagues fully apprised on the status of work assignments. Assignments are often self-generated and made in terms of a review of goals and objectives to be achieved and the results expected. S/he participates as a member of PEPFAR Country Team.
- b) **Available guidelines:** CDC, USAID and OGAC policies and guidelines, administrative procedures and regulations.
- c) **Exercise of judgment:** Considerable judgment is required in planning and evaluating the relevance and reliability of information; and in organizing and presenting data during the preparation of documents. Must use sound judgment in recommending terms of reference for new and continuing activities for funding; and reporting to the PEPFAR Country Team on critical events in the SI sector.
- d) **Post-entry training:** Orientation to PEPFAR goals and incumbent's role in assisting with SI activities, organizational policies, procedures, standards, and protocols. On-going training in SI and/or current Microsoft operating systems and other relevant software applications, as needed. Ongoing training on PEPFAR indicators and reporting as such training becomes available from OGAC.

- e) **Authority to make commitments:** The incumbent will have no independent authority to commit USG funds on behalf of the U.S. Government..
- f) **Nature levels and purpose of contacts:** The incumbent will be expected to accompany the CDC or USAID Director on occasion to visit Royal Government of Cambodia officials at the highest levels in government, private sector, and the NGO sectors. The incumbent will be expected to communicate with a wide variety of persons including: heads of Departments within the Ministry of Health and the National AIDS Authority, provincial and district health officials, and high level visitors from the US and other bilateral and multi-lateral donors, research community, and NGOs, in order to improve policies for gathering information on local programs, and sharing information on data management related to HIV/AIDS programs. S/he participates in substantive discussions and negotiations of strategic information design/implementation issues and matters of national health and communication policies and strategies.
- g) **Supervision exercised:** Provides leadership for USG strategic information activities.
- h) **Time required to satisfactorily perform full range of duties after entry into the position:** One year.

9. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands.

10. WORK ENVIRONMENT

Work is primarily performed in an office setting.

11. START DATE: Immediately, once necessary clearances are obtained.

12. POINT OF CONTACT: See Cover Letter.

13. EDUCATION AND WORK EXPERIENCE REQUIRED FOR THIS POSITION

A) Education

- Masters level (or higher) training in public health, other health-related fields, epidemiology, surveillance and monitoring, data analysis and interpretation, data collection and reporting or similar health-related field.

B) Work Experience

- Minimum 5 years of experience working with public health programs, preferably in developing countries;
- Experience with HIV/AIDS programs or related health service programs;
- Experience of working with USAID or other international health agencies (preferably USG or UN agencies);
- Experience with surveillance, M&E and health information systems desirable and direct experience with PEPFAR's SI system a plus. ;
- Relevance of prior experience to that stated in the Statement of Work.

C) Technical Knowledge

- Knowledge of monitoring and evaluation practice and methods through training and job experience;

- Familiarity with public health and HIV/AIDS programming and data collection, analysis and presentation;
- Knowledge of monitoring and surveillance systems and knowledge of current issues working in resource and data poor environments;
- General knowledge of Cambodian public sector health system and its affiliate agencies, donors and related private sector program would be an asset.

D) Abilities and Skills

- Evidence of excellent interpersonal, facilitation and team building skills/experience will be required;
- Excellent communication skills in English, written/verbal and diplomacy. Level IV (fluent) English is required;
- Excellent leadership, management, coordination, interpersonal and teamwork skills;
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues;
- Must have the ability to obtain, analyze, organize and interpret data and present findings in both oral and written form;
- Presentation skills and diplomacy are critical. Must be able to prepare precise and accurate reports and to develop and present briefings;
- Basic skills in the operation of computers and software program applications authorized for use (including Excel, PowerPoint, and Word) are necessary;
- Demonstrated ability to develop and maintain a good mix of contacts at government, district and community level;
- Sound judgment combined with a mature and professional demeanor is a necessary trait;
- Ability to work under pressure to meet project deadlines or date for special events;
- Ability to work within other crosscutting issues guiding development work in Cambodia.

14. OTHER REQUIREMENTS

In addition, the Strategic Information Technical Advisor must also be: 1) a U.S. Citizen; 2) Available and willing to commit to the Contract Performance Period of approximately 24 months with possibility of extension; 3) Able to attain a USG-issued security clearance that meet eligibility requirements for access to classified information; 4) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and 5) Willing to travel to work sites and other offices as/when requested.

15. SELECTION FACTORS

Applicants will be evaluated against the education and work experience requirements detailed above. Maximum point values are as follows:

Education: 20 points

Work Experience: 30 points

Technical Knowledge: 30 points

Abilities and Skills: 20 points

Total: 100 points

16. SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances (USAID will provide details regarding these clearances to the selected candidates).

17. APPLYING

Qualified individuals are requested to submit:

For USPSCs a U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov> , or at Federal offices);

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

18. LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at
http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

19. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs and CIBs apply to this contract.

20. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.